

Office of Legacy Management
DOE's Partner for Long-Term
Records Storage



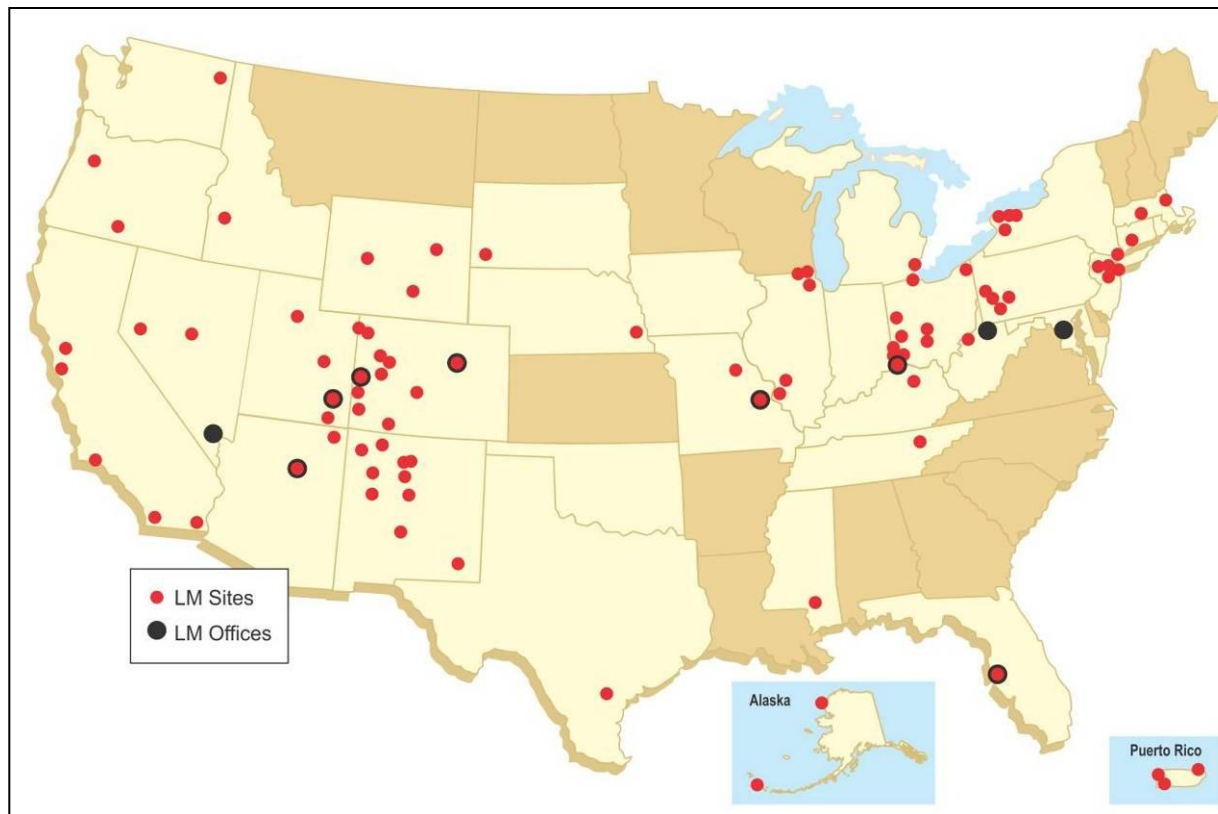
Transformation
through Partnerships

Bob Walker

April 2012

- Organization
- Records Management Applications (RMAs)
- Next Steps and Partnering Opportunities

To fulfill the Department's post-closure responsibilities and ensure the future protection of human health and the environment



- Goal 1 – Protect human health and the environment
- **Goal 2 – Preserve, protect, and share records and information**
- Goal 3 – Meet commitments to the contractor work force
- Goal 4 – Optimize the use of land and assets
- Goal 5 – Sustain management excellence

- Archives and Information Management (AIM) Team
 - Records and IT working together
- LM's role in site closures
 - Transfer of records and information technology
 - Records transfer, migrate finding aids and information systems, increasing digital holdings
 - Site transfers have involved partnerships to accomplish transition
 - Office of Environmental Management, National Nuclear Science Administration, and others



- Records program reviews
 - 2011 National Archives and Records Administration (NARA) Assessment – commended for compliant records program and records storage facility
 - Inspector General 0838 Audit – commended for records training
- LM records policies and procedures
- Support DOE Records Management Working Group and Records Council

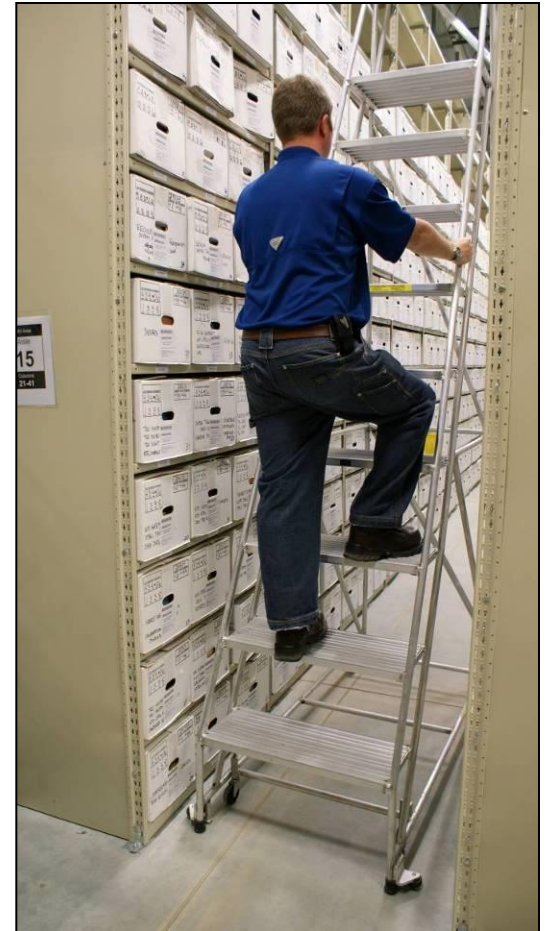


- Consolidated closure site records collections
- LMBC records facility opened in December 2009
 - NARA-certified for Federal records storage
 - Designed to hold approximately 150,000 cubic feet of record material
 - Climate controlled with cold storage room for special media
- Partnering to support DOE complex
 - Space available for storing and dispositioning long-term (temporary) records
- *More...*



- Systems searched in response to stakeholder requests
 - Freedom of Information Act (FOIA), Privacy Act, Energy Employees Occupational Illness Compensation Program Act, and other requests
 - Approximately 1,500 requests annually
- Files organized by records series, but searchable across system
- Responsive information supplied after thorough releasability reviews (e.g., dissemination controls, FOIA exemptions, personally identifiable information)

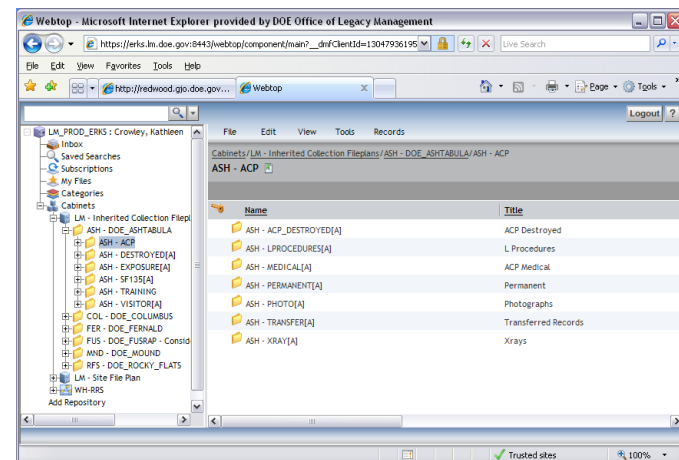
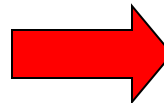
- Responsibility for approximately 110,000 cubic feet of record material
- OmniRIM
 - LM's records inventory management application
 - Manages LM's physical records collection
 - Warehouse box tracking system
 - E-connector to search across both systems



- OmniRIM entry for each LM record box
 - Barcodes link boxes and shelf locations
 - Tracks warehouse location
 - Tracks checkout status
 - Maintains retention schedule
- More than 200,000 document entries for indexed collections
- Weekly and ad hoc volume reporting by collection, retention date, or location



- LM's primary electronic recordkeeping system
- Currently holds nearly 1 million electronic records and 2 million finding aids
- Migrated from Hummingbird to Documentum
 - Ensure compliance with design criteria standard for recordkeeping systems (DoD 5015.2-STD)



- Records from more than 89 sites with more than 500 retention schedules
- Searchable PDF files with emphasis on PDF/A-1b archival standard for new records
- Quarterly disposition reports
 - Electronic and physical
- Records holds
 - Active holds for litigation, epidemiological retention

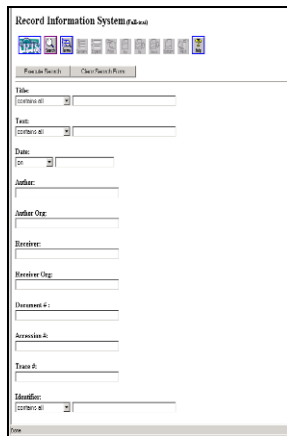


- LM in the process of digitizing 400,000 x-rays of DOE and contractor employees
- Records showing sign of “vinegar syndrome” deterioration
- Converting to Digital Imaging and Communications in Medicine (DICOM) format for upload to Documentum
- *More...*



RMA's: Yucca Mountain Records Information System (YMRIS)

- Yucca Mountain system containing 1.8 million documents
- LM required to provide RIS access to the Office of General Council and Yucca Mountain litigants
 - Converted RIS document images stored as bitmap images to text searchable, archival quality PDF files



Record Information System

Fields to Search: [X] Clear Search Form

Title: [Text Box]
Contains: [Dropdown]

Text: [Text Box]
Contains: [Dropdown]

Date: [Text Box]
On: [Dropdown]

Author: [Text Box]

Author Org: [Text Box]

Receiver: [Text Box]

Receiver Org: [Text Box]

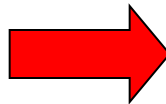
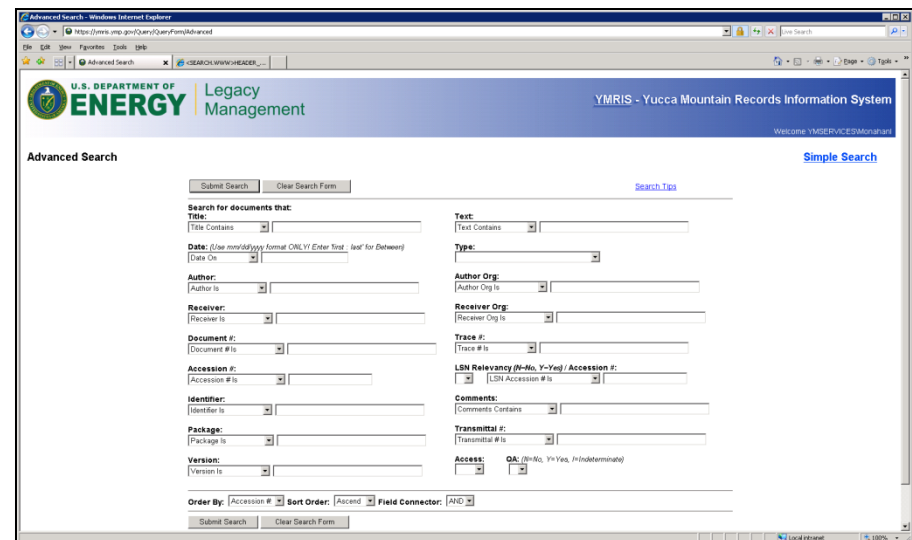
Document #: [Text Box]

Accession #: [Text Box]

Trace #: [Text Box]

Identifier: [Text Box]
Contains: [Dropdown]

File

U.S. DEPARTMENT OF ENERGY Legacy Management

YMRIS - Yucca Mountain Records Information System

Welcome YMRIS/CEC/Monahan

Advanced Search

Submit Search Clear Search Form

Search for documents that:

Title: [Text Box]
Title Contains: [Dropdown]

Date: [Text Box]
Date On: [Dropdown]

Author: [Text Box]
Author Is: [Dropdown]

Receiver: [Text Box]
Receiver Is: [Dropdown]

Document #: [Text Box]
Document # Is: [Dropdown]

Accession #: [Text Box]
Accession # Is: [Dropdown]

Identifier: [Text Box]
Identifier Is: [Dropdown]

Package: [Text Box]
Package Is: [Dropdown]

Version: [Text Box]
Version Is: [Dropdown]

Text: [Text Box]
Text Contains: [Dropdown]

Type: [Text Box]
Type: [Dropdown]

Author Org: [Text Box]
Author Org Is: [Dropdown]

Receiver Org: [Text Box]
Receiver Org Is: [Dropdown]

Trace #: [Text Box]
Trace # Is: [Dropdown]

LSN Relevancy (B=No, Y=Yes, I=Indeterminate): [Text Box]
LSN Accession #: [Text Box]
LSN Accession # Is: [Dropdown]

Comments: [Text Box]
Comments Contains: [Dropdown]

Transmittal #: [Text Box]
Transmittal # Is: [Dropdown]

Access: [Text Box]
Access: [Dropdown]

Order By: [Dropdown] Sort Order: [Dropdown] Field Connector: [Dropdown]

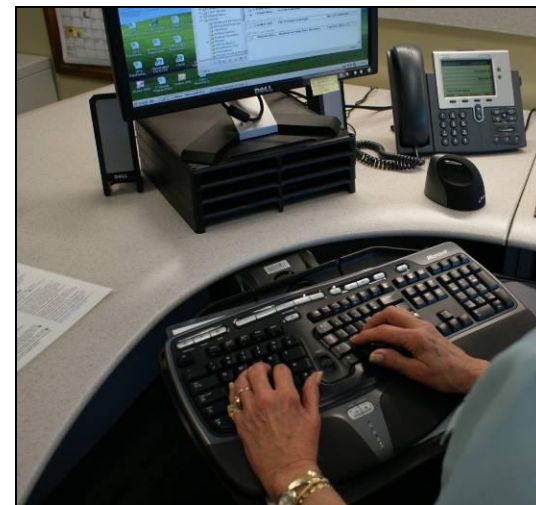
Submit Search Clear Search Form

Simple Search

- Developed flexibility in matching metadata fields from several legacy records applications to LM's RMA's
- Important to get stakeholder acceptance when migrating project data into a new record system
- Complexity in linking Documentum and OmniRIM for searching, retention management



- LM is facing challenges dealing with the increasing volume of digital collection
 - E-mails
 - Shared drives
- Partnering opportunities
 - Records management collaboration
 - LM records facility storage for other DOE organizations
 - Disposition services
 - Sharing records expertise



Contact:

Bob Walker

(304) 413-0825

bob.walker@lm.doe.gov

